



McKissack & McKissack of Washington, Inc.
901 K Street, NW
6th Floor
Washington, DC 20001

June 10, 2020

Invoice No:

W14-3214-PCM - 72

Brailsford & Dunleavy
1140 Connecticut Avenue NW Suite 400
Washington, DC 20036

Invoice Total	\$109,404.61
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Project W14-3214-PCM MSA Baltimore Schools – PCM

Professional Services from May 1, 2020 to May 31, 2020

Phase 04 TASK #4 PROGRAM LEVEL CPM SCHED YR 1&2

Professional Personnel

	Hours	Rate	Amount	
Nolasco, Ricardo	10.00	174.00	1,740.00	
Totals	10.00		1,740.00	
Total Labor				1,740.00
Total this Phase				\$1,740.00

Phase 08 TASK# 08 PROGRAM SUPPORT - PM SOFTWARE

Task 2 Proliance Administration & Support

Professional Personnel

	Hours	Rate	Amount	
Gunduzhan, Cigdem	117.00	161.00	18,837.00	
Totals	117.00		18,837.00	
Total Labor				18,837.00
Total this Task				\$18,837.00
Total this Phase				\$18,837.00

Phase 12 REIMBURSABLES

Task 1 Parking/Mileage

Reimbursable Expenses

Preller, Tracy			
5/4/2020	Preller, Tracy	Travel to Highlandtown	4.14
5/6/2020	Preller, Tracy	Travel to Winston Bldg.	6.56
5/7/2020	Preller, Tracy	Travel to City Schools Warehouse	4.14
5/8/2020	Preller, Tracy	Travel to Highlandtown	2.07
5/8/2020	Preller, Tracy	Travel to West Baltimore	8.40
5/8/2020	Preller, Tracy	Travel to MSA	5.22
5/13/2020	Preller, Tracy	Travel to MSA	2.07
5/13/2020	Preller, Tracy	Travel to West Baltimore	5.22
5/13/2020	Preller, Tracy	Travel to Highlandtown	8.40
5/14/2020	Preller, Tracy	Travel to SE Building	8.63
5/20/2020	Preller, Tracy	Travel to Highlandtown	8.63
5/27/2020	Preller, Tracy	Travel to North Ave.	3.80
5/28/2020	Preller, Tracy	Travel to Curtis Bay	6.21
5/29/2020	Preller, Tracy	Travel to Highlandtown	4.31
5/29/2020	Preller, Tracy	Travel to West Baltimore	7.94

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5/29/2020	Preller, Tracy	Travel from West Baltimore	5.98	
	Total Reimbursables		91.72	91.72
		Total this Task		\$91.72

Task	3	Cell Phones		
Reimbursable Expenses				
Preller, Tracy				
5/18/2020	Preller, Tracy	Cell Phone - May	25.00	
Verizon Wireless				
5/26/2020	Verizon Wireless	Verizon Charges - DC_BAL_PMCM_BCPS_W14- 3214	247.89	
	Total Reimbursables		272.89	272.89
		Total this Task		\$272.89
		Total this Phase		\$364.61

Phase	TRANSF	ALLOWANCE / CONTINGENCY TRANSFERS		
Task	11.21	TASK #10 ADD PROGRAM MANAGEMENT SUPPORT		
Professional Personnel				
		Hours	Rate	Amount
Herrera, Alicia		49.00	119.00	5,831.00
Preller, Tracy		144.00	132.00	19,008.00
	Totals	193.00		24,839.00
	Total Labor			24,839.00
		Total this Task		\$24,839.00

Task	11.22	MCKISSACK WBE PM SUPPORT		
Professional Personnel				
		Hours	Rate	Amount
Harden, Jonathan		151.00	132.00	19,932.00
Masumi, Noor		154.00	174.00	26,796.00
Spies, Joel		128.00	132.00	16,896.00
	Totals	433.00		63,624.00
	Total Labor			63,624.00
		Total this Task		\$63,624.00
		Total this Phase		\$88,463.00
		Total this Invoice		\$109,404.61

Billings to Date

	Current	Prior	Total
Labor	109,040.00	10,103,897.19	10,212,937.19
Consultant	0.00	31,800.00	31,800.00
Expense	364.61	113,230.65	113,595.26
Add-on	0.00	252.00	252.00
Totals	109,404.61	10,249,179.84	10,358,584.45

Billing Backup

Wednesday, June 10, 2020

McKissack & McKissack of Washington, Inc.

Invoice 72 Dated 6/10/2020

9:45:41 PM

Project	W14-3214-PCM	MSA Baltimore Schools - PCM
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Phase	04	TASK #4 PROGRAM LEVEL CPM SCHED YR 1&2
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Professional Personnel

		Hours	Rate	Amount
Nolasco, Ricardo	5/20/2020	2.00	174.00	348.00
Review Master Schedule				
Nolasco, Ricardo	5/27/2020	8.00	174.00	1,392.00
Master Schedule Review - Nicole Johnson				
Totals		10.00		1,740.00
Total Labor				1,740.00

Total this Phase \$1,740.00

Phase	08	TASK# 08 PROGRAM SUPPORT - PM SOFTWARE
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Task	2	Proliance Administration & Support
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Professional Personnel

		Hours	Rate	Amount
Gunduzhan, Cigdem	5/1/2020	7.00	161.00	1,127.00
Processed CDRs for Bay-Brook and Calverton projects. Worked with the PM to resolve a CDR issue on Calverton project. As a routine end-of-week task checked data entries for all projects and communicated issues and urgent outstanding items with the teams.				
Gunduzhan, Cigdem	5/4/2020	7.00	161.00	1,127.00
Reviewed all invoices report for data accuracy for all projects. Processed CDRs for Walter P. Carter project. Entered subcontractor's info into Robert Coleman project. Worked with the PM to resolve a CDR issue on Calverton project. Updated Lorax user accounts in Proliance for a few projects and updated the license tracking sheet accordingly.				
Gunduzhan, Cigdem	5/5/2020	5.00	161.00	805.00
Processed CDRs for Bay-Brook project. Provided technical support to external users. Reviewed submittals, RFIs and daily work journals for a few projects, and reported issues to the PMs. Worked on Analytics reports and tested some coding and functions.				
Gunduzhan, Cigdem	5/6/2020	4.00	161.00	644.00
Reviewed all outstanding items for all projects and communicated issues with PMs. Processed CDRs for Medfield Heights, Calvin Rodwell and Walter P. Carter CDRs. Worked with Dustin Construction to resolve a couple of technical issues regarding invoices in Proliance on James Mosher project.				
Gunduzhan, Cigdem	5/7/2020	5.00	161.00	805.00
Provided technical support to Mary E. Rodman and James Mosher project teams. Audited data entry and consistency and accuracy of data for various projects and communicated issues with the PMs. Worked on Analytics reports and tested some coding and functions.				
Gunduzhan, Cigdem	5/8/2020	7.00	161.00	1,127.00
Processed CDRs for Medfield Heights project. Entered subcontractors info in Proliance for Robert Coleman project for daily reports. Provided technical support and resolved a couple of submittal review issues on Calverton project. Reviewed daily reports on Medfield Heights and communicated issues with the CM. Provided technical support to internal and external Proliance users. Worked on Analytics reports and tested some coding and functions.				

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Gunduzhan, Cigdem	5/11/2020	8.00	161.00	1,288.00	
	Reviewed all invoices report for data accuracy for all projects. Provided technical support to internal and external users, and resolved a few system and user access issues. Reviewed submittals, RFIs and daily work journals for a few projects, and reported issues to the PMs. Worked on Analytics reports and tested some coding and functions.				
Gunduzhan, Cigdem	5/12/2020	8.00	161.00	1,288.00	
	Updated user licenses and license tracking sheet. Audited data entry and consistency and accuracy of data for various projects and communicated issues with the PMs. Worked on Analytics reports and tested some coding and functions. Worked with JRS and Whiting Turner to resolve and RFI issue and provided guidance on Calverton project.				
Gunduzhan, Cigdem	5/13/2020	6.00	161.00	966.00	
	Reviewed all outstanding items for all projects and communicated issues with PMs. Processed CDRs for John Ruhrah, Walter P. Carter, and Patterson projects. Worked with the PM to resolve a CDR issue on Patterson project. Provided technical support to external users. Audited Cognos Analytics accounts.				
Gunduzhan, Cigdem	5/14/2020	3.50	161.00	563.50	
	Participated in Schools PM meeting. Processed CDRs for Medfield Heights project, and worked with the PM to resolve a CDR issue on Medfield. Compiled different versions of contractors contact lists into one sheet for easier tracking and maintenance.				
Gunduzhan, Cigdem	5/15/2020	3.50	161.00	563.50	
	Processed CDRs for Medfield Heights and Walter P. Carter projects. Folloed up on a few issues regarding daily work journals with a few teams, and audited data entries in daily work journals. Provided technical assistance on submittal process to internal and external Proliance users.				
Gunduzhan, Cigdem	5/18/2020	8.00	161.00	1,288.00	
	Reviewed all invoices report for data accuracy for all projects. Processed CDRs for Bay-Brook project. Put together all Cx contractors, and provided the info to BCS. Provided technical assistance to external users. Reviewed daily reports on a few projects for data accuracy and consistency and communicated the issues with the teams.				
Gunduzhan, Cigdem	5/19/2020	6.00	161.00	966.00	
	Worked with USA Architects, and helped them with submittal process for Govans project. Provided assistance to MCN with license transfer, and Proliance utilization. Setup user accounts and updated Proliance license tracking sheet.				
Gunduzhan, Cigdem	5/20/2020	5.00	161.00	805.00	
	Reviewed all outstanding items for all projects and communicated issues with PMs. Processed CDRs for Robert Coleman project. Worked with the PM to resolve a CDR issue on Robert Coleman project. Provided assistance to MCN on Proliance utilization. Provided assistance to Dustin Construction to purchase additional licenses. Setup new accounts for Dustin and updated license tracking and Proliance utilization sheets. Provided assistance to JRS Architects on submittal review process on Calverton project.				
Gunduzhan, Cigdem	5/21/2020	5.00	161.00	805.00	
	Provided technical assistance to internal and external Proliance users. Checked data entries for all projects and communicated issues and urgent outstanding items with the teams.				
Gunduzhan, Cigdem	5/22/2020	2.00	161.00	322.00	
	Provided technical support to internal and external Proliance users. Followed up on a few issues regarding daily work journals with a a couple of teams, and audited data entries in daily work journals.				
Gunduzhan, Cigdem	5/26/2020	8.00	161.00	1,288.00	
	Reviewed all invoices report for data accuracy for all projects. Provided technical support to internal and external users. Setup Cognos user accounts for Dustin. Coordinated upcoming Proliance trainings for a few users. Reviewed submittals and submittal review process for Govans and Medfield projects.				
Gunduzhan, Cigdem	5/27/2020	7.00	161.00	1,127.00	

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	Reviewed all outstanding items for all projects and communicated issues with PMs. Processed CDRs for Calvin Rodwell and Mary E. Rodman projects. Worked with the PM to fix an issue on a CDR for Calvin Rodwell. Reviewed submittals and submittal review process for John Ruhrah and Bay-Brook projects.					
Gunduzhan, Cigdem	5/28/2020	5.00	161.00	805.00		
	Processed CDRs for Calvin Rodwell and Mary E. Rodman projects. Participated in Schools PM meeting. Provided Proliance training to Jeff Burkhart at BCS. Processed CDRs for Calvin Rodwell and Mary E. Rodman projects. Provided technical support to internal and external users.					
Gunduzhan, Cigdem	5/29/2020	7.00	161.00	1,127.00		
	Made configuration adjustments in Proliance for Program Manager role. Processed CDRs for Calvin Rodwell and Mary E. Rodman projects. Worked with Whiting-Turner and the PM to resolve an invoice issue in Proliance. Provided technical support to external users.					
	Totals	117.00		18,837.00		
	Total Labor				18,837.00	
				Total this Task	\$18,837.00	
				Total this Phase	\$18,837.00	
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Phase	12	REIMBURSABLES				
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Task	1	Parking/Mileage				
				Total this Task	\$91.72	
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Task	3	Cell Phones				
				Total this Task	\$272.89	
				Total this Phase	\$364.61	
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Phase	TRANSF	ALLOWANCE / CONTINGENCY TRANSFERS				
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Task	11.21	TASK #10 ADD PROGRAM MANAGEMENT SUPPORT				
Professional Personnel						
		Hours	Rate	Amount		
Herrera, Alicia	5/4/2020	5.00	119.00	595.00		
	Accounting Services, Billing and Proliance and PPE Masks for Project Continuation and Safety					
Herrera, Alicia	5/5/2020	4.00	119.00	476.00		
	CDR Creation, Accounting Services, Requisition Review and Creation					
Herrera, Alicia	5/6/2020	2.00	119.00	238.00		
	Accounting Services and Requisition Review					
Herrera, Alicia	5/7/2020	2.00	119.00	238.00		
	Accounting Services, March requisition review and approval requested					
Herrera, Alicia	5/8/2020	3.00	119.00	357.00		
	Accounting Services, Document Reviews, and Canton Contract signature obtained and submitted					
Herrera, Alicia	5/11/2020	3.00	119.00	357.00		
	Accounting Services and Monthly Requisition Review					
Herrera, Alicia	5/12/2020	4.00	119.00	476.00		
	March Requisition Entry in Proliance and CDR Processing					
Herrera, Alicia	5/13/2020	4.00	119.00	476.00		
	Accounting Services & Monthly Requisition Review					
Herrera, Alicia	5/14/2020	2.00	119.00	238.00		
	Monthly Requisition Review					
Herrera, Alicia	5/15/2020	1.00	119.00	119.00		
	Accounting Services					

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Herrera, Alicia	5/20/2020	2.00	119.00		238.00	
	Accounting Services and Monthly Requisition Review					
Herrera, Alicia	5/21/2020	6.00	119.00		714.00	
	Accounting Services and Monthly Requisition Review					
Herrera, Alicia	5/22/2020	2.00	119.00		238.00	
	Accounting Services and Requisition Review					
Herrera, Alicia	5/26/2020	3.00	119.00		357.00	
	Accounting Services & Requisition Review / Processing					
Herrera, Alicia	5/27/2020	3.00	119.00		357.00	
	Accounting Services & Monthly Requisition Entry into Proliance for the month of April					
Herrera, Alicia	5/29/2020	3.00	119.00		357.00	
	Accounting Services, CDR Processing					
Preller, Tracy	5/1/2020	8.00	132.00		1,056.00	
	Walter P. Carter Principal Meeting, Library planning for all relocating schools, Relocation/Packing discussions, Principals check in and updates,					
Preller, Tracy	5/4/2020	8.00	132.00		1,056.00	
	Highlandtown Site Visit, Logistic Team Meeting, Packing Instructions for Schools, Update recycle spreadsheet, Montebello update discussion with PM, Highlandtown update discussion with PM,					
Preller, Tracy	5/5/2020	8.00	132.00		1,056.00	
	Update meetings on all calendars, 21st Century Staff Meetings, Planning Meeting - Highlandtown, Update Highlandtown plan with changes, Communications/Logistic Meeting, prep documents for site visits with move vendor for 5/6/20.					
Preller, Tracy	5/6/2020	7.00	132.00		924.00	
	Curtis Bay Move Vendor Site Visit, Walter P. Carter Move Vendor Site Visit, Move Vendor updates, Schedule recycle deliveries, Principal updates,					
Preller, Tracy	5/7/2020	7.00	132.00		924.00	
	Bay Brook/Curtis Bay Discussion of Relocation, Walter P. Carter Principal summary, Schedule Communications/Logistic Team Meetings, Development Inventory check list for Highlandtown, Pickup PPE from City Schools Warehouse					
Preller, Tracy	5/8/2020	8.00	132.00		1,056.00	
	Supply pickup at MSA, Supply pick up at Baltimore McKissack office, Highlandtown Site Visit, Mary E. Rodman Site Visit, Highlandtown additional changes,					
Preller, Tracy	5/11/2020	8.00	132.00		1,056.00	
	Provide April update to 21st Century Director, Logistic Team Meeting, Montebello Meeting, Follow up with Curtis Bay academics, Review quotes for Curtis Bay and Walter P. Carter - move services, Coordination of final SOW for swing space,					
Preller, Tracy	5/12/2020	7.00	132.00		924.00	
	21st Century Staff Meeting, 21st Century Director check in, Mary E. Rodman Inventory Sheet changes, SE Building SOW coordination, move vendor packing supplies coordination, Montebello Inventory Sheets					
Preller, Tracy	5/13/2020	8.00	132.00		1,056.00	
	MSA PPE Pickup, Mary E. Rodman Site Visit, Highlandtown Site Visit, Charter Relocation Meeting, Signage update for SE Building,					
Preller, Tracy	5/14/2020	8.00	132.00		1,056.00	
	SE Building Signage placement, SE Building internal furniture relocation, Baltimore Collegiate Assistance Meeting, MSA PM Meeting,					
Preller, Tracy	5/15/2020	8.00	132.00		1,056.00	
	Montebello Follow up meeting, FF&E Contract set up - Medfield and Walter P. Carter, Move Vendor Contract set up - Walter P. Carter and Curtis Bay					
Preller, Tracy	5/18/2020	8.00	132.00		1,056.00	
	Logistics Meeting, City Schools Swing Space Meeting, Closing Schools Meeting, Roll Off coordination, Cross Country File Coordination, Recycle coordination					

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Preller, Tracy	5/19/2020	8.00	132.00		1,056.00	
	21st Century Staff Meeting, MSA Swing Space Meeting, Mary E. Roach Check in, Document prep for MSA Swing Space Meeting, Document prep for Montebello Principal Meeting, Follow up with Baltimore City Health Department for school health suites, Coordination of move vendor packing, Update to/from spreadsheet for summer schools					
Preller, Tracy	5/20/2020	8.00	132.00		1,056.00	
	Highlandtown Delivery, Montebello Principal Meeting, Calendar updates, Curtis Bay Academic Plan, PDC Building Discussion, Proliance PO Spreadsheet updates - Move Vendor contracts,					
Preller, Tracy	5/21/2020	7.00	132.00		924.00	
	Principal Summary - Montebello, Mary E. Rodman Check in, City Schools Swing Space Meeting Minutes, MSA Swing Space Meeting Minutes, Update for Highlandtown Library plan					
Preller, Tracy	5/26/2020	4.00	132.00		528.00	
	Recycle orders for Highlandtown and Montebello, Packing supplies for Highlandtown & Montebello, Coordination of deliveries for 5/27, IEP File Discussion, Computer update for Microsoft,					
Preller, Tracy	5/27/2020	8.00	132.00		1,056.00	
	North Ave - Key Pickup SE Building, Follow up with Mary E. Rodman, Montebello and Highlandtown progress, Health Suite site visit coordination, Prep for Curtis Bay Pack/Move, MSA Team Meeting, Walter P. Carter update of staff,					
Preller, Tracy	5/28/2020	8.00	132.00		1,056.00	
	Curtis Bay Middle to Bay Brook Packing and relocation, MSA PM Meeting, Sarah M. Roach coordination to Mary E. Rodman, Logistic bullet points for slide,					
Preller, Tracy	5/29/2020	8.00	132.00		1,056.00	
	Highlandtown Readiness Swing Space site visit, Mary E. Rodman Readiness Swing Space site visit, Sarah M. Roach Discussion, Library plan update for Highlandtown, Coordination for keys at SE Building,					
	Totals	193.00			24,839.00	
	Total Labor					24,839.00
				Total this Task		\$24,839.00

Task	11.22	MCKISSACK WBE PM SUPPORT
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Professional Personnel

		Hours	Rate	Amount
Harden, Jonathan	5/1/2020	8.00	132.00	1,056.00
	Completion of Northwood 90% CD Submission. Combining IT drawings for MER. Review of submittals for MER. including benches and signs. Continued 90% CD Clash detection for Northwood.			
Harden, Jonathan	5/4/2020	8.00	132.00	1,056.00
	Submittal reviews and file transferring			
Harden, Jonathan	5/5/2020	8.00	132.00	1,056.00
	morning staff meeting, submittal reviews and transfers for yr. 2 schools.			
Harden, Jonathan	5/6/2020	7.00	132.00	924.00
	Plan review to get ready for DRP meeting - Clash detection for Northwood			
Harden, Jonathan	5/7/2020	7.00	132.00	924.00
	school DRP access meeting - review of submittals - Cost estimate coordination			
Harden, Jonathan	5/8/2020	8.00	132.00	1,056.00
	Submittal review, meeting with design department director, and coordination for DRP meeting			
Harden, Jonathan	5/11/2020	8.00	132.00	1,056.00
	Submittal review for Harford Heights, John Rurah plaque cordination, MER submittal reviews. Door hardware documentation review.			
Harden, Jonathan	5/12/2020	8.00	132.00	1,056.00
	Morning staff meeting, Plaque review and comments locker submittal review. design team meeting.			

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Harden, Jonathan	5/13/2020	8.00	132.00		1,056.00	
	Update DRP meeting plans and Submittal review					
Harden, Jonathan	5/14/2020	8.00	132.00		1,056.00	
	DRP meeting plans, Submittal review					
Harden, Jonathan	5/15/2020	5.00	132.00		660.00	
	DRP meeting plans, Submittal review					
Harden, Jonathan	5/18/2020	8.00	132.00		1,056.00	
	continue working on DRP access plans for meeting.					
Harden, Jonathan	5/19/2020	8.00	132.00		1,056.00	
	continue working on DRP access plans for meeting. meet with design team.					
Harden, Jonathan	5/20/2020	7.00	132.00		924.00	
	Finishing up DRP access plans for meeting					
Harden, Jonathan	5/21/2020	7.00	132.00		924.00	
	review of submittals					
Harden, Jonathan	5/22/2020	8.00	132.00		1,056.00	
	Review of submittals and plans and playground review					
Harden, Jonathan	5/26/2020	8.00	132.00		1,056.00	
	Review of submittals - updating and reviewing plans for DRP meeting.					
Harden, Jonathan	5/27/2020	8.00	132.00		1,056.00	
	Responding to submittals - updating and reviewing plans for DRP meeting.					
Harden, Jonathan	5/28/2020	7.00	132.00		924.00	
	Responding to submittals - updating and reviewing plans for DRP meeting, updating design department work schedule.					
Harden, Jonathan	5/29/2020	7.00	132.00		924.00	
	Responding to submittals - updating and reviewing plans for DRP meeting, updating design department work schedule.					
Masumi, Noor	5/1/2020	8.00	174.00		1,392.00	
	Reviewed and transmitted to PM in-house review response to construction submittals for Walter P. Carter and Patterson projects. Coordinated with Facilities roofing specifications and details provided by the A/E team servicing Northwood project. Organized additional technical reviews received from BCPS team, logged, and transmitted to MSA/PM. Performed general design coordination tasks program wide.					
Masumi, Noor	5/4/2020	8.00	174.00		1,392.00	
	Reviewed ASI for Walter P. Carter project. Reviewed HVAC controls system for (5) schools, distributed the submittals to Sr. PM and inspections team. Reviewed and processed for in-house review just-released construction submittals for WPC, MER, Medfield and HHSL projects. Performed general design coordination tasks, including email communications.					
Masumi, Noor	5/5/2020	8.00	174.00		1,392.00	
	Returned various reviewed submittals to Proliance and the PMs. Reviewed Div. 23 specification for Harford Height project to compare with HVAC submittal. Responded to email communications. Performed general design coordination tasks program wide.					
Masumi, Noor	5/6/2020	7.00	174.00		1,218.00	
	Reviewed Civil drawings and Specifications for Calverton project to process newly released Civil and Site submittals. Reviewed and processed Patterson and Harford Heights construction submittals and processed for in-house review. Performed project coordination task with MSA/PMs.					
Masumi, Noor	5/7/2020	7.00	174.00		1,218.00	
	Attended conference call with Executive Director, Design Director and key stakeholders reviewing security and access drawings for MER, WPC and Medfield Hts schools. Reviewed construction submittals for Harford Heights and Govans. Conducted review of James Mosher's site demo plan. Performed routine administrative task in support of projects program wide.					
Masumi, Noor	5/8/2020	8.00	174.00		1,392.00	

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	Reviewed Mechanical drawings and schedules for 3 schools to determine HVAC zoning and isolation of certain areas. transmitted reviewed submittals for various projects to Proliance/PM. Conducted departmental coordination conference call with Design Director and APM. Updated design deliverable schedule.			
Masumi, Noor	5/11/2020	8.00 174.00	1,392.00	
	Reviewed and processed more than 20 newly released construction submittals for Mary E. Rodaman, Calverton, Medfield Hts., Harford Hts., Patterson, and Walter P. Carter projects. Coordinated design documents review and comments with MSA/PMs. Performed general design coordination tasks.			
Masumi, Noor	5/12/2020	8.00 174.00	1,392.00	
	Reviewed incoming construction submittals. Participated in general staff meeting conference call. Participated in design department's coordination meeting with the Design Director. Worked on HVAC controls assignment. Performed general project/design coordination tasks program wide.			
Masumi, Noor	5/13/2020	8.00 174.00	1,392.00	
	Worked from 200 EN Ave., location. Reviewed Calverton's ASI # 2 that includes removal/demo of Recreation Center and modifications to the site. Reviewed Northwood's substitution request for gymnasium flooring and processed for acceptance/rejection by Design Director. Performed general design coordination and administrative tasks.			
Masumi, Noor	5/14/2020	7.00 174.00	1,218.00	
	Worked and coordinated with the team HVAC Controls assignment. Reviewed and processed over 18 construction submittals for Mosher, Medfield Heights, Walter P. Carter, MER, and Calverton projects.			
Masumi, Noor	5/15/2020	8.00 174.00	1,392.00	
	Reviewed Govans and Harford Height schools' construction submittals and processed for team review. Returned various reviewed submittals to PM/Proliance. Worked on the HVAC Controls assignment in which conducted review of HVAC documents for 13 schools. Performed general design coordination tasks program wide.			
Masumi, Noor	5/18/2020	8.00 174.00	1,392.00	
	Reviewed Mary E. Rodman's Controls Systems - Rev. 3 submittal - coordinated with the PM and processed for in-house review. Continued with the work on comprehensive HVAC controls system in collaborations with Sr. PM and field inspection team. Provided Executive Director with the info on parcel/lot acreage for each school. Responded to and followed on incoming emails.			
Masumi, Noor	5/19/2020	8.00 174.00	1,392.00	
	Attended general staff conference call (meeting) followed by coordination call with Design Director to discuss Mary E. Rodman, Walter P. Carter and Medfield Hts drawings for Parks and Rec. Services. Reviewed various construction submittals. Attended HVAC controls conference call with Executive Director, Design Director, and the rest of the stakeholder.			
Masumi, Noor	5/20/2020	7.00 174.00	1,218.00	
	Finalized review of HVAC systems and its associated Controls systems for MER, WPC and Medfield Heights schools and prepared a small report for Design Director. Reviewed 2 ASIs for Calverton and compared with design intent. Phone consultations with Patterson PM, Michael McBride, and Jonathan Harden. Performed general design coordination tasks in support of the program.			
Masumi, Noor	5/21/2020	7.00 174.00	1,218.00	
	Reviewed Patterson's glazing and door and window framing shop drawings. Coordinated review with PM and in-house reviewers. Processed various construction submittals for Mosher, Harford Heights, and Walter P. Carter schools. Responded to emails and project coordination communication.			
Masumi, Noor	5/22/2020	8.00 174.00	1,392.00	
	Reviewed responses to submittals for Harford Heights, Medfield Heights, and Marry E. Rodman project and returned the submittals to Proliance. Reviewed over 15 new submittals and processed them for in-house review. Performed general design coordination tasks with MSA/PMs.			
Masumi, Noor	5/26/2020	8.00 174.00	1,392.00	

Project	W14-3214-PCM	MSA Baltimore Schools - PCM	Invoice	72
	<p>Researched for the information and updated spreadsheet with 21st Century school's acreage and building sq. footage for Executive Director. Coordinated James Mosher's Civil/Site submittals with MSA/PM. Reviewed 18 newly received construction submittals for Patterson, Harford Heights-Sharp-Leadenhall, Mary E. Rodman & Govans projects. Cleared emails and responded to design coordination inquiries.</p>			
Masumi, Noor	5/27/2020	8.00 174.00	1,392.00	
	<p>Reviewed and processed over 22 newly released construction submittals. Transmitted/returned reviewed-submittals to Proliance/MSA-PMs. Reviewed the HVAC section of BCPSS Design Standards, included Basis of Design documents. Performed general design coordination tasks in support of program.</p>			
Masumi, Noor	5/28/2020	7.00 174.00	1,218.00	
	<p>Reviewed Govans 5 electrical submittals and returned to PM. Coordinated various projects design documentations with MSA/PMs. Processed for in- house review newly released construction submittals for Harford Heights, Mary E. Rodman, Walter P. Carter, and Patterson projects.</p>			
Masumi, Noor	5/29/2020	8.00 174.00	1,392.00	
	<p>Reviewed Walter P. Carter's newly released ASI to identify changes to design, and or construction. Attended conference call with Design Director and FF&E team to discuss transition. Reviewed and processed for in-house comments construction submittals. Performed general design coordination tasks program wide.</p>			
Spies, Joel	5/1/2020	8.00 132.00	1,056.00	
	<p>completed north wood 90 CD review and submission of comments, updated design teamwork schedule for FFE</p>			
Spies, Joel	5/6/2020	8.00 132.00	1,056.00	
	<p>review MER 60-day shipping schedule, update design schedule, share point uploads</p>			
Spies, Joel	5/7/2020	8.00 132.00	1,056.00	
	<p>r reviewed submittals for Harford height, reviewed FFE PO and issued to vendors.</p>			
Spies, Joel	5/8/2020	8.00 132.00	1,056.00	
	<p>reviewed Medfield updated casework shop drawings, SharePoint updates for cherry hill and Pimlico. design team conference call,</p>			
Spies, Joel	5/11/2020	8.00 132.00	1,056.00	
	<p>submittal review for Medfield and WPC, email with vendors, reschedule FFE planning meeting at MER. begin barcode printing process for MER</p>			
Spies, Joel	5/12/2020	8.00 132.00	1,056.00	
	<p>Medfield submittal, Harford heights submittal review, staff meeting, Rodman furniture pull coordination with douron</p>			
Spies, Joel	5/14/2020	8.00 132.00	1,056.00	
	<p>MER FFE planning meeting and site visit quality walk</p>			
Spies, Joel	5/15/2020	8.00 132.00	1,056.00	
	<p>Baybrook and Ruhrah cost reduction meeting and correspondence, manage FFE issues via phone and email McKissack team meeting</p>			
Spies, Joel	5/18/2020	8.00 132.00	1,056.00	
	<p>begin transition planning, inventory management for WPC and Medfield, continued file transfer to client share point</p>			
Spies, Joel	5/19/2020	8.00 132.00	1,056.00	
	<p>transition planning, Baybroo C.O. #4 revisions punch and final install planning with vendor for forest park and Arlington, staff meeting</p>			
Spies, Joel	5/20/2020	8.00 132.00	1,056.00	
	<p>transition planning meeting with Natalie and, email management, continued client file transfers</p>			
Spies, Joel	5/21/2020	8.00 132.00	1,056.00	
	<p>completed inventory spreadsheets for WPC MER and Medfield</p>			
Spies, Joel	5/22/2020	8.00 132.00	1,056.00	
	<p>North Ave, barcode printing and inventory management for Medfield and Mary E. Rodman</p>			
Spies, Joel	5/26/2020	8.00 132.00	1,056.00	

Project	W14-3214-PCM	MSA Baltimore Schools - PCM	Invoice	72
	prepare bar codes for MER, deliver barcodes for prebuilt furniture to douron, inspect prebuild process and meet with installation team ACB.			
Spies, Joel	5/27/2020	8.00 132.00	1,056.00	
	transitions planning call with Natalie, Fairmount Invoice, Forest Park kiln install planning call.			
Spies, Joel	5/29/2020	8.00 132.00	1,056.00	
	transition planning meeting with Design team, vendor coordination for winter 2020 schools, project file clean up in preparation for final share point downloads.			
	Totals	433.00	63,624.00	
	Total Labor			63,624.00
			Total this Task	\$63,624.00
			Total this Phase	\$88,463.00
			Total this Project	\$109,404.61
			Total this Report	\$109,404.61

Detailed Expense Report

Wednesday, June 10, 2020

9:14:06 PM

McKissack & McKissack of Washington, Inc.

Employee 989 Preller, Tracy

Signed Electronically by: Preller, Tracy 5/14/2020 2:20:28 PM

Posted

Approved Electronically by: Baldrige, Matthew 6/3/2020 11:28:11 AM

Organization DC-BAL-PMCM

Expense Report: Mileage - 5-1 to 5-14

Report Date: 5/13/2020

Date	Category	Description	Project	Phase	Task	Bill	Company Paid	Credit Card	Account	Amount
5/4/2020	Mileage	Travel to Highlandtown	W14-3214-PCM	12	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5207	4.14
		MSA Baltimore Schools - PCM								
		Travel From/To: Travel to Highlandtown from MSA and back.						Travel: 7.20 mi @ 0.575		
5/6/2020	Mileage	Travel to Winston Bldg.	W14-3214-PCM	12	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5207	6.56
		MSA Baltimore Schools - PCM								
		Travel From/To: Travel to Winston Building and back to MSA.						Travel: 11.40 mi @ 0.575		
5/7/2020	Mileage	Travel to City Schools Warehouse	W14-3214-PCM	12	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5207	4.14
		MSA Baltimore Schools - PCM								
		Travel From/To: Travel to City Schools warehouse from MSA and back.						Travel: 7.20 mi @ 0.575		
5/8/2020	Mileage	Travel to Highlandtown	W14-3214-PCM	12	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5207	2.07
		MSA Baltimore Schools - PCM								
		Travel From/To: Travel to Highlandtown from MSA						Travel: 3.60 mi @ 0.575		
5/8/2020	Mileage	Travel to West Baltimore	W14-3214-PCM	12	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5207	8.40
		MSA Baltimore Schools - PCM								
		Travel From/To: Travel to West Baltimore Bldg. from Highlandtown.						Travel: 14.60 mi @ 0.575		
5/8/2020	Mileage	Travel to MSA	W14-3214-PCM	12	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5207	5.22
		MSA Baltimore Schools - PCM								
		Travel From/To: Travel to MSA from West Baltimore Bldg.						Travel: 9.07 mi @ 0.575		
5/13/2020	Mileage	Travel to West Baltimore	W14-3214-PCM	12	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5207	5.22
		MSA Baltimore Schools - PCM								
		Travel From/To: Travel to West Baltimore Bldg. from MSA.						Travel: 9.07 mi @ 0.575		
5/13/2020	Mileage	Travel to Highlandtown	W14-3214-PCM	12	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5207	8.40
		MSA Baltimore Schools - PCM								
		Travel From/To: Travel to Highlandtown from West Baltimore Bldg.						Travel: 14.60 mi @ 0.575		

Detailed Expense Report

Wednesday, June 10, 2020

9:14:06 PM

McKissack & McKissack of Washington, Inc.

Employee 989 Preller, Tracy

Signed Electronically by: Preller, Tracy 5/14/2020 2:20:28 PM

Posted

Approved Electronically by: Baldrige, Matthew 6/3/2020 11:28:11 AM

Organization DC-BAL-PMCM

Expense Report: Mileage - 5-1 to 5-14

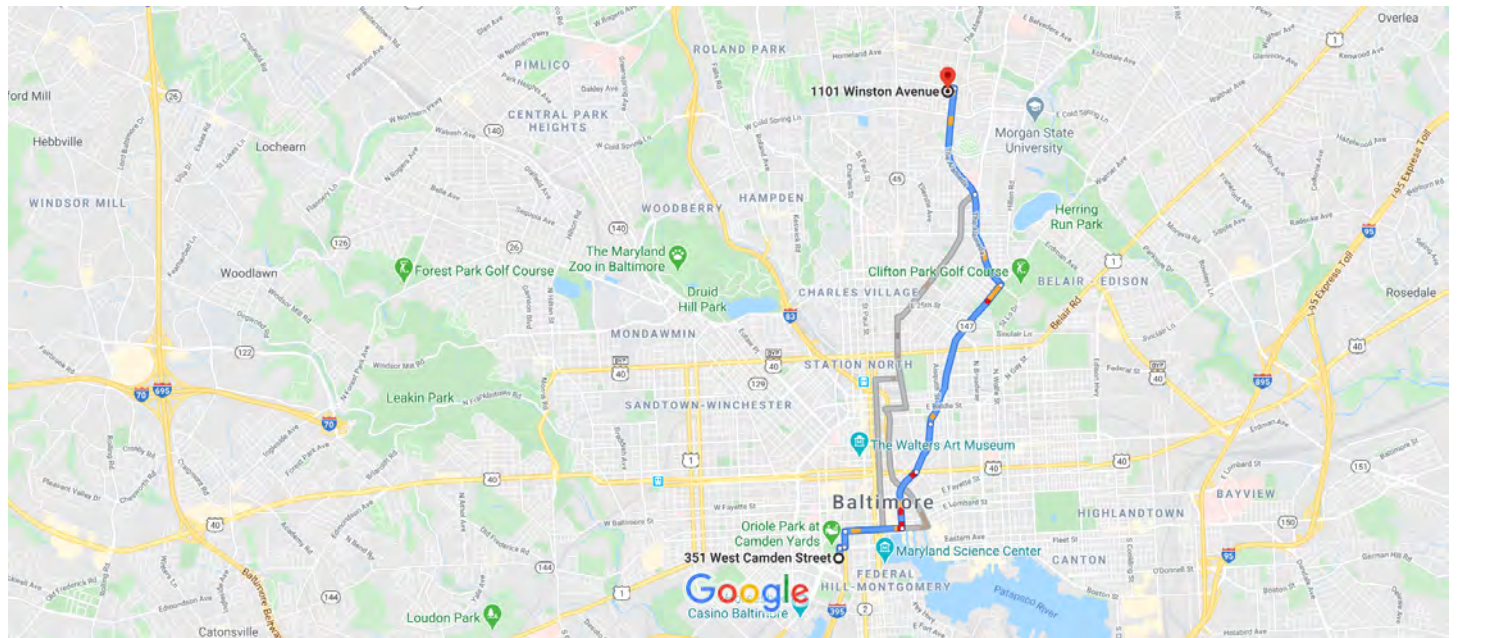
Report Date: 5/13/2020

Date	Category	Description	Project	Phase	Task	Bill	Company Paid	Credit Card	Account	Amount
5/13/2020	Mileage	Travel to MSA	W14-3214-PCM	12	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5207	2.07
		MSA Baltimore Schools - PCM								
		Travel From/To: Travel from Highlandtown to MSA						Travel: 3.60 mi @ 0.575		
5/14/2020	Mileage	Travel to SE Building	W14-3214-PCM	12	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5207	8.63
		MSA Baltimore Schools - PCM								
		Travel From/To: Travel to SE Building from MSA and back to MSA						Travel: 15.00 mi @ 0.575		
						Total Expenses				54.85
						Company Paid				
						Total Due				54.85

Google Maps

351 West Camden Street, Baltimore, MD to 1101 Winston Avenue, Baltimore, MD

Drive 5.7 miles, 20 min



Map data ©2020 1 mi

- via Harford Ave and The Alameda

Fastest route, lighter traffic than usual

20 min

5.7 miles
- via S Calvert St and Loch Raven Rd

20 min

5.7 miles
- via Loch Raven Rd

21 min

6.2 miles

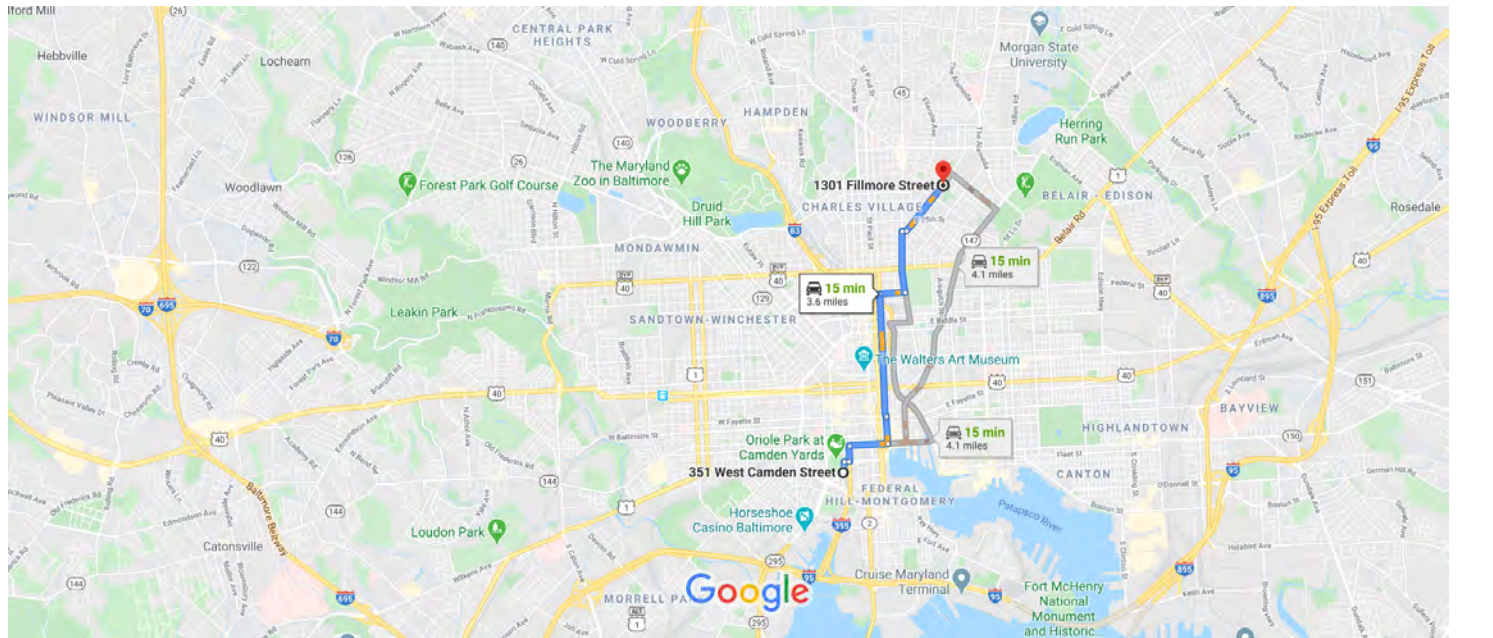
Explore 1101 Winston Ave

- Groceries
- Hotels
- Gas stations
- Parking Lots
- More

Google Maps

351 West Camden Street, Baltimore, MD to 1301 Fillmore St, Baltimore, MD 21218

Drive 3.6 miles, 15 min



Map data ©2020 1 mi

- via S Calvert St

Fastest route now due to traffic conditions

15 min

3.6 miles
- via Greenmount Ave

15 min

4.1 miles
- via Harford Ave

15 min

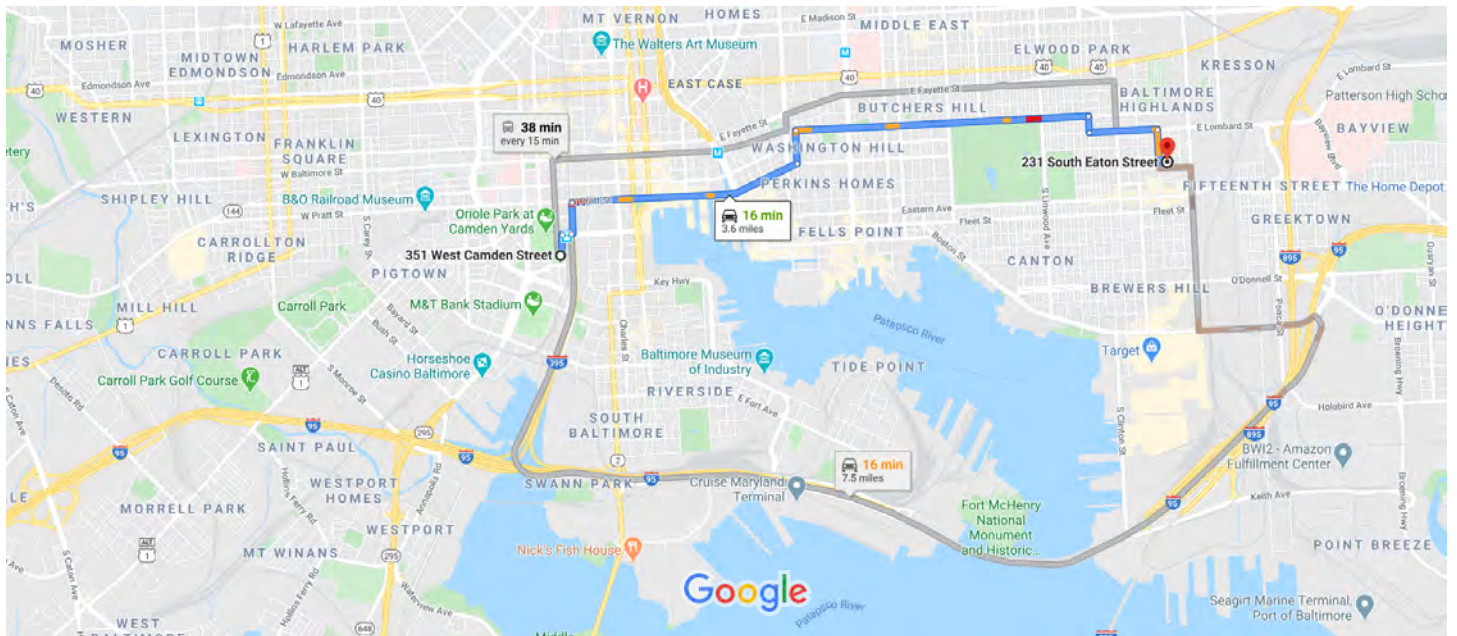
4.1 miles

Explore 1301 Fillmore St

- Groceries
- Hotels
- Gas stations
- Parking Lots
- More



351 West Camden Street, Baltimore, MD to 231 South Eaton Street, Baltimore, MD Drive 3.6 miles, 16 min



Map data ©2020 Google 2000 ft



via W Pratt St and E Baltimore St

16 min

Fastest route now due to traffic conditions

3.6 miles



via I-95 N

16 min

Some traffic, as usual

7.5 miles



10:43 AM–11:21 AM

38 min

> CityLink ORANGE >

Explore 231 S Eaton St



Restaurants



Hotels



Gas stations



Parking Lots

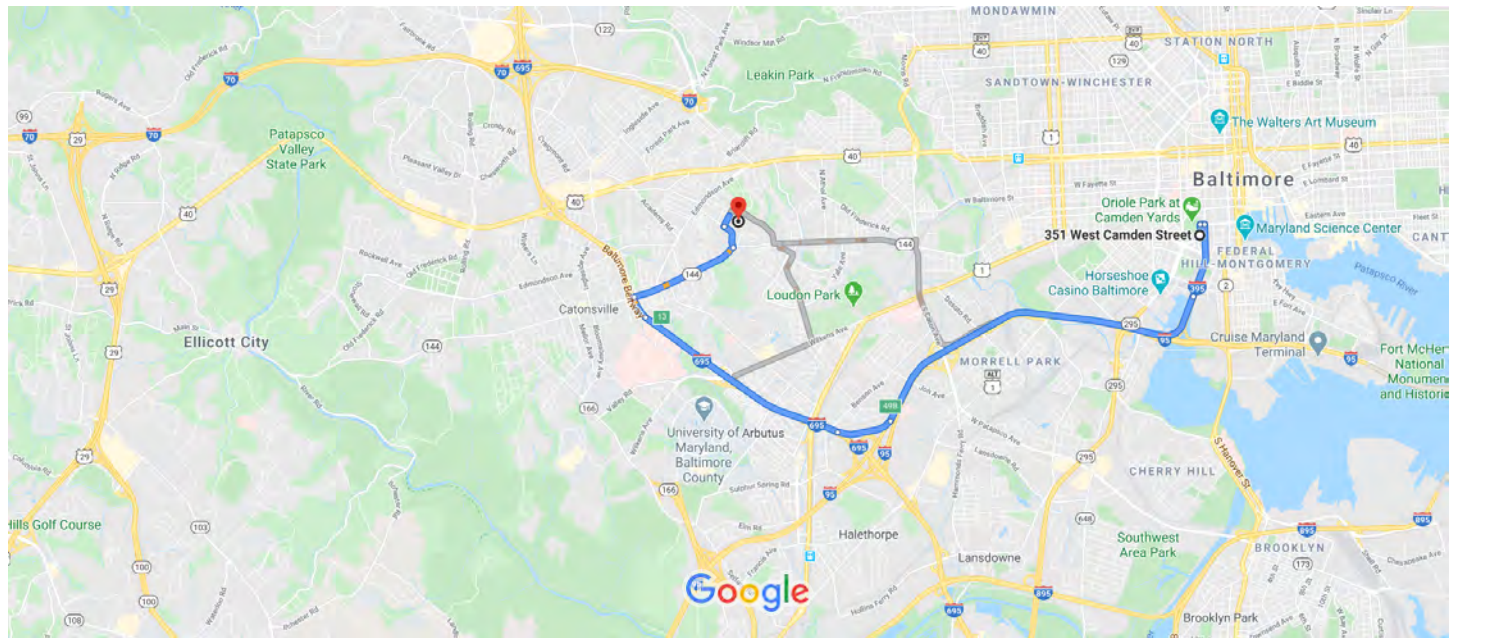


More

Google Maps

351 West Camden Street, Baltimore, MD to 201 North Bend Road, Baltimore, MD

Drive 9.0 miles, 14 min



Map data ©2020 1 mi

- via I-95 S

Fastest route, lighter traffic than usual

14 min

9.0 miles
- via I-95 S and Frederick Ave

15 min

6.8 miles
- via I-95 S and I-695 N

15 min

8.9 miles

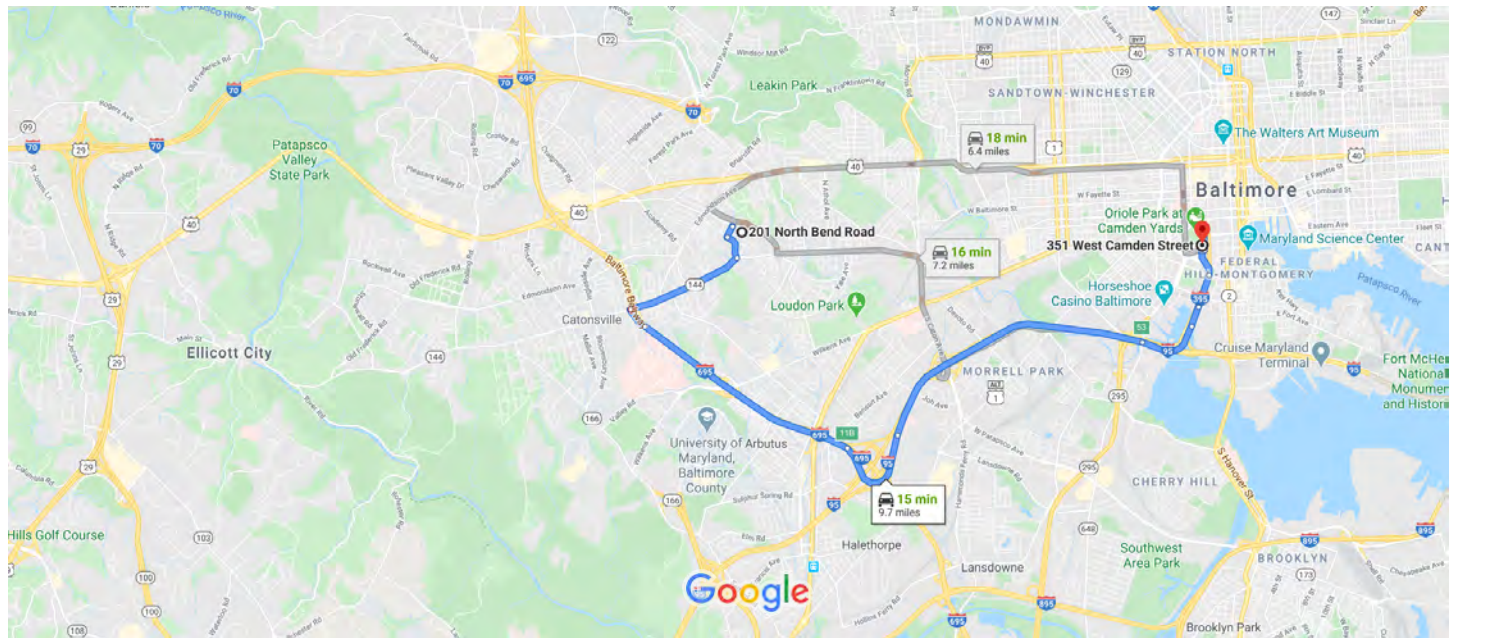
Explore 201 N Bend Rd

- Groceries
- Hotels
- Gas stations
- Parking Lots
- More

Google Maps

201 North Bend Road, Baltimore, MD to 351 West Camden Street, Baltimore, MD

Drive 9.7 miles, 15 min



- via I-95 N

Fastest route, the usual traffic

15 min

9.7 miles
- via Frederick Ave

16 min

7.2 miles
- via Edmondson Ave and Franklin - Mulberry Expy

18 min

6.4 miles

Explore 351 W Camden St

Groceries

Hotels

Gas stations

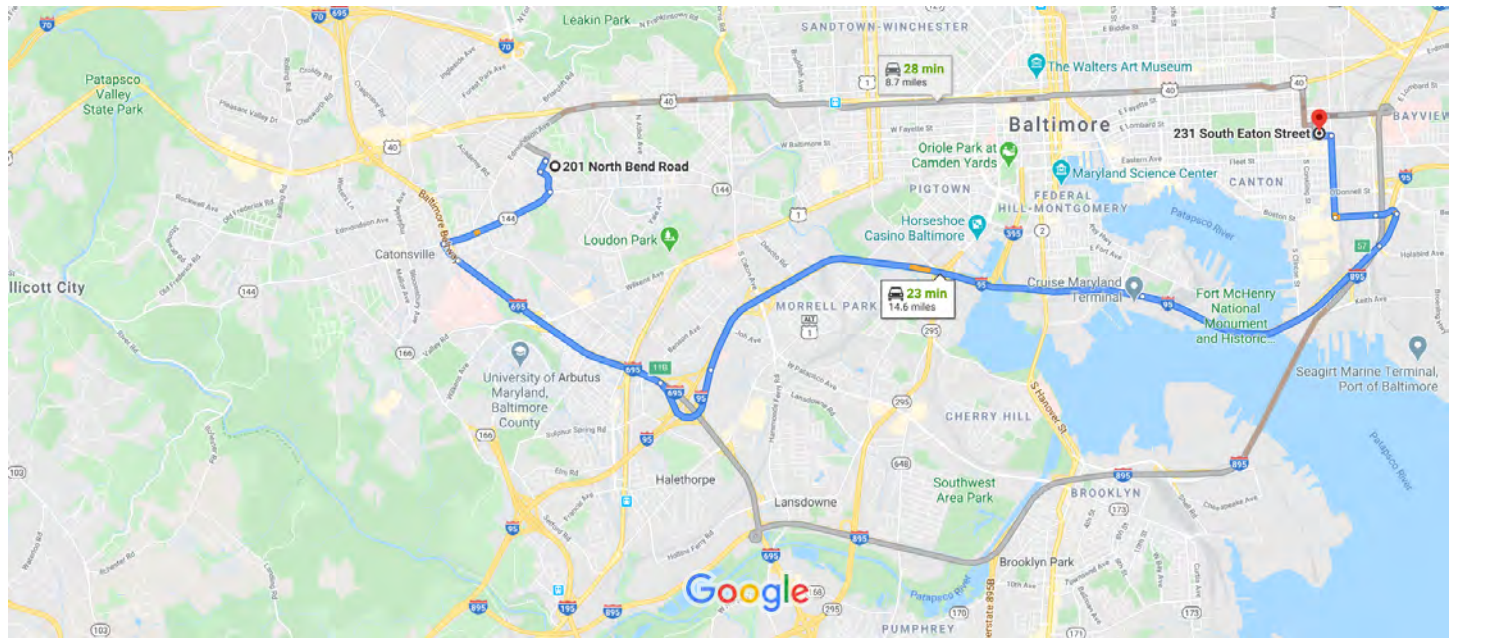
Parking Lots

More

Google Maps

201 North Bend Road, Baltimore, MD to 231 South Eaton Street, Baltimore, MD

Drive 14.6 miles, 23 min



Map data ©2020 1 mi

- via I-95 N

Fastest route, lighter traffic than usual

This route has tolls.

23 min

14.6 miles
- via Edmondson Ave, Franklin - Mulberry Expy and US-40 E

28 min

8.7 miles
- via I-695 S and I-895 N

26 min

16.3 miles

Explore 231 S Eaton St

Groceries

Hotels

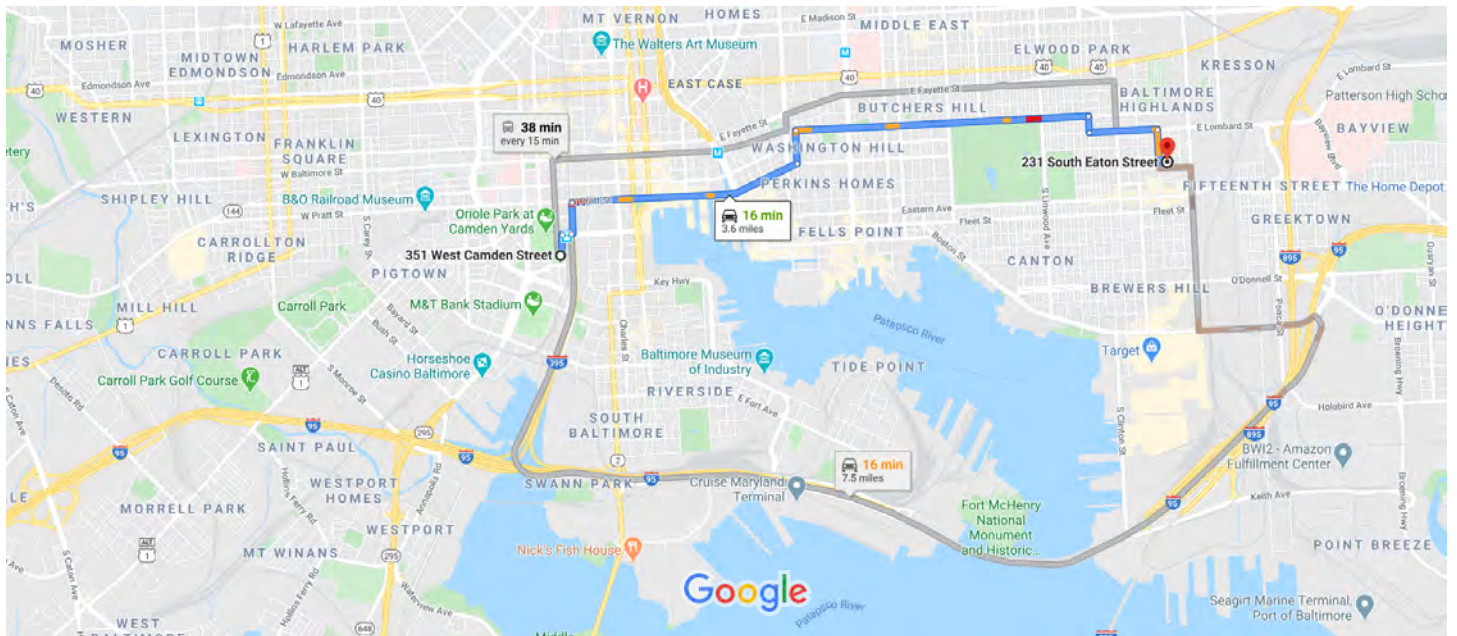
Gas stations

Parking Lots

More



351 West Camden Street, Baltimore, MD to 231 South Eaton Street, Baltimore, MD Drive 3.6 miles, 16 min



Map data ©2020 Google 2000 ft



via W Pratt St and E Baltimore St

16 min

Fastest route now due to traffic conditions

3.6 miles



via I-95 N

16 min

Some traffic, as usual

7.5 miles



10:43 AM–11:21 AM

38 min

CityLink ORANGE

Explore 231 S Eaton St



Restaurants



Hotels



Gas stations



Parking Lots

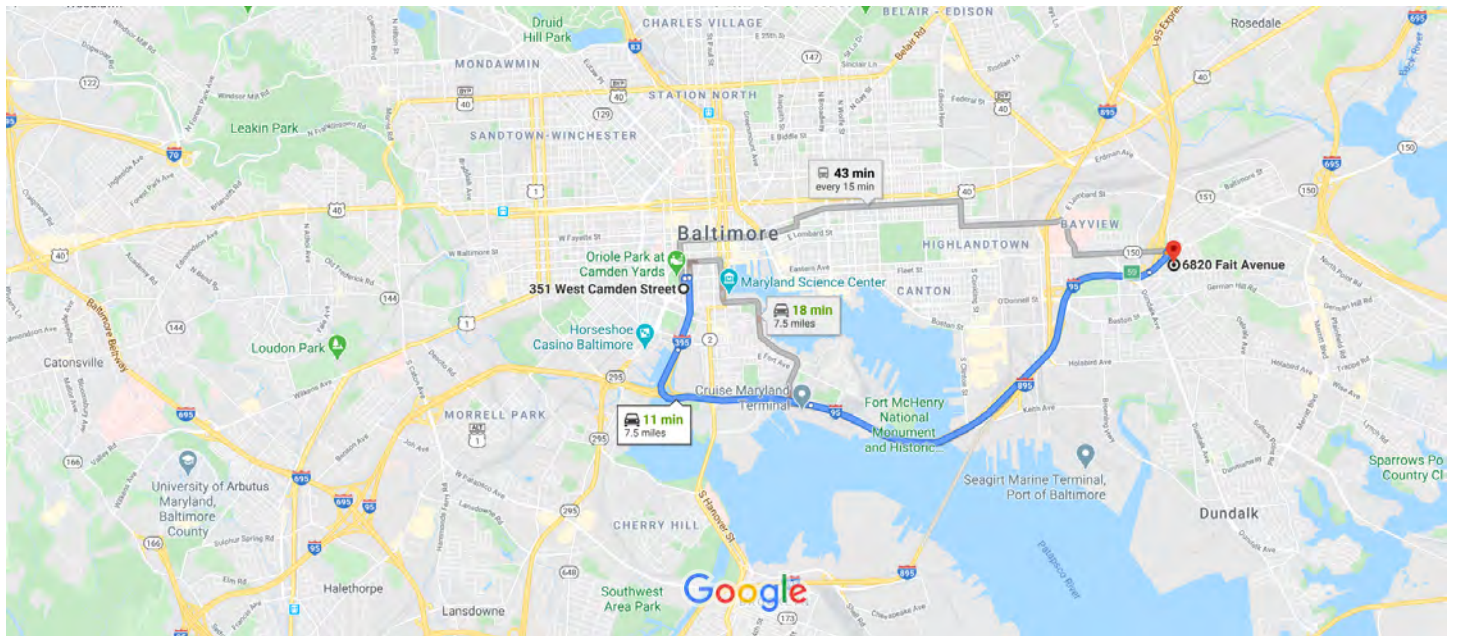


More



351 West Camden Street, Baltimore, MD to 6820 Fait Avenue, Baltimore, MD

Drive 7.5 miles, 11 min



Map data ©2020 1 mi



Public transport services may be impacted due to COVID-19.



via I-95 N

11 min

Fastest route, lighter traffic than usual

7.5 miles

This route has tolls.



via Key Hwy and I-95 N

18 min

7.5 miles



4:48 PM–5:31 PM

43 min

> **CityLink ORANGE**

Explore 6820 Fait Ave



Groceries



Hotels



Gas stations



Parking Lots



More

Detailed Expense Report

Wednesday, June 10, 2020

9:16:59 PM

McKissack & McKissack of Washington, Inc.

Employee 989 Preller, Tracy

Signed Electronically by: Preller, Tracy 5/29/2020 1:27:43 PM

Posted

Approved Electronically by: Baldrige, Matthew 6/3/2020 11:23:09 AM

Organization DC-BAL-PMCM

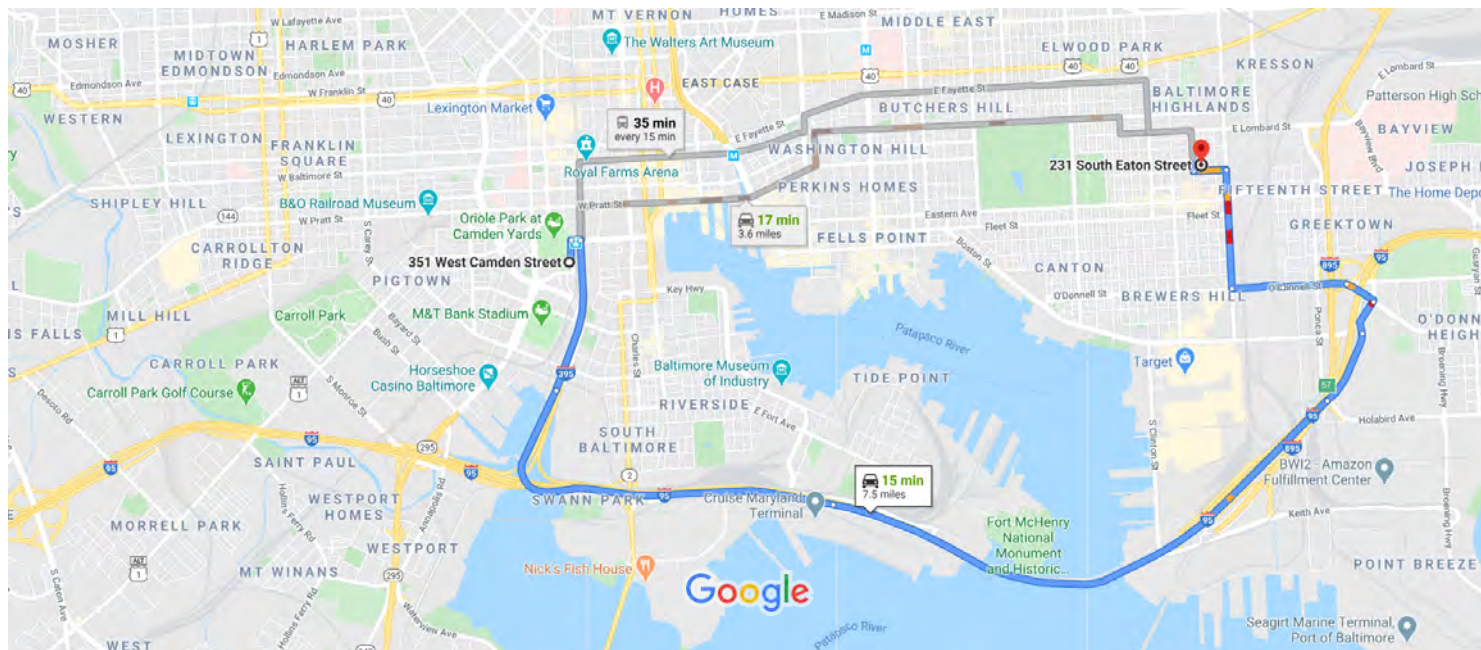
Expense Report: Mileage 5/20 to 5/29

Report Date: 5/29/2020

Date	Category	Description	Project	Phase	Task	Bill	Company Paid	Credit Card	Account	Amount
5/20/2020	Mileage	Travel to Highlandtown	W14-3214-PCM	12	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5207	8.63
		MSA Baltimore Schools - PCM								
		Travel From/To: Travel to and from Highlandtown.						Travel: 15.00 mi @ 0.575		
5/27/2020	Mileage	Travel to North Ave.	W14-3214-PCM	12	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5207	3.80
		MSA Baltimore Schools - PCM								
		Travel From/To: Travel to North Ave and back.						Travel: 6.60 mi @ 0.575		
5/28/2020	Mileage	Travel to Curtis Bay	W14-3214-PCM	12	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5207	6.21
		MSA Baltimore Schools - PCM								
		Travel From/To: Travel to Curtis Bay and back.						Travel: 10.80 mi @ 0.575		
5/29/2020	Mileage	Travel to Highlandtown	W14-3214-PCM	12	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5207	4.31
		MSA Baltimore Schools - PCM								
		Travel From/To: Travel to Highlandtown						Travel: 7.50 mi @ 0.575		
5/29/2020	Mileage	Travel to West Baltimore	W14-3214-PCM	12	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5207	7.94
		MSA Baltimore Schools - PCM								
		Travel From/To: Travel from Highlandtown to West Baltimore Bldg.						Travel: 13.80 mi @ 0.575		
5/29/2020	Mileage	Travel from West Baltimore	W14-3214-PCM	12	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5207	5.98
		MSA Baltimore Schools - PCM								
		Travel From/To: Travel from West Baltimore to MSA.						Travel: 10.40 mi @ 0.575		
						Total Expenses				36.87
						Company Paid				
						Total Due				36.87



351 West Camden Street, Baltimore, MD to 231 South Eaton Street, Baltimore, MD Drive 7.5 miles, 15 min



Map data ©2020 Google 2000 ft



Public transport services may be impacted due to COVID-19.



via I-95 N

15 min

Fastest route now due to traffic conditions

7.5 miles

This route has tolls.



via W Pratt St and E Baltimore St

17 min

3.6 miles



1:09 PM–1:44 PM

35 min

> **OR** >

Explore 231 S Eaton St



Groceries



Hotels



Gas stations



Parking Lots

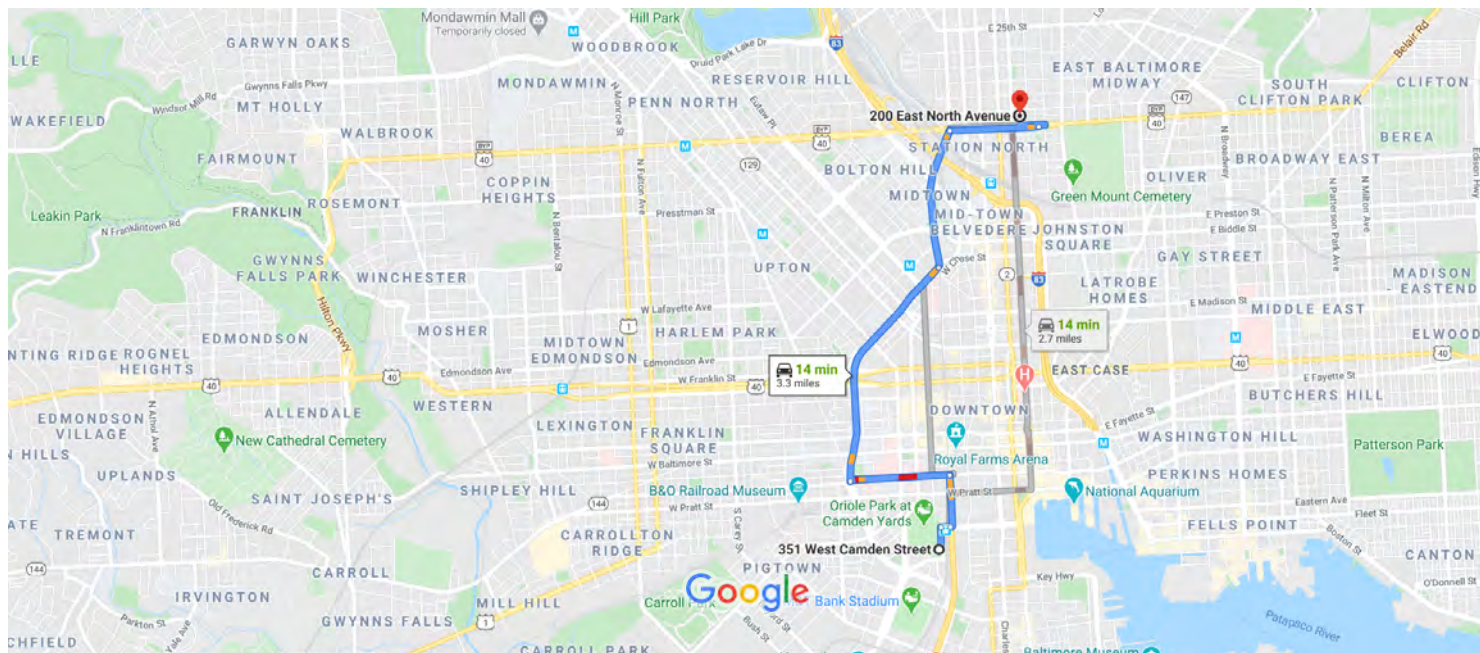


More



351 West Camden Street, Baltimore, MD to 200 East North Avenue, Baltimore, MD

Drive 3.3 miles, 14 min



Map data ©2020 Google 2000 ft



Public transport services may be impacted due to COVID-19.



via S Martin Luther King Jr Blvd

14 min

Fastest route now due to traffic conditions

3.3 miles



via S Calvert St

14 min

2.7 miles



1:21 PM–1:46 PM

25 min

>
 94 >

Explore 200 E North Ave



Groceries



Hotels



Gas stations



Parking Lots

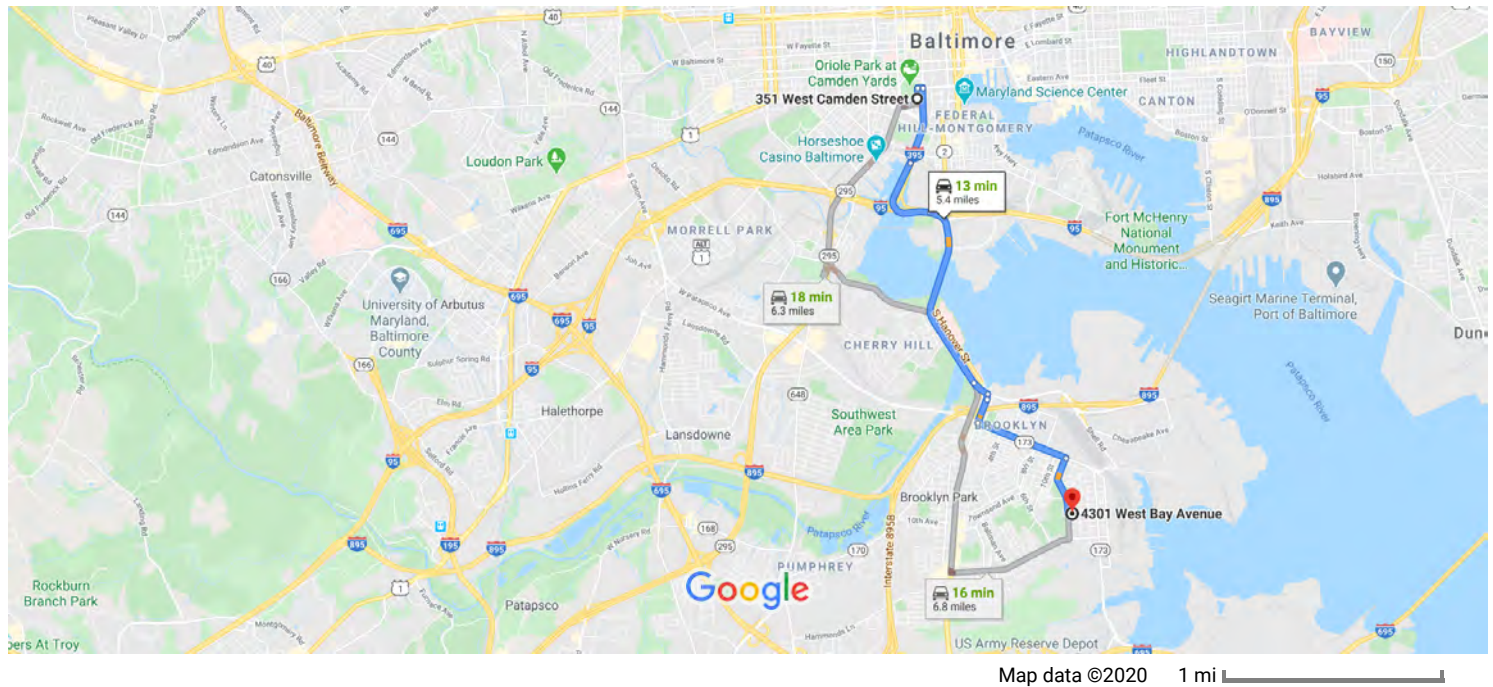


More

Google Maps

351 West Camden Street, Baltimore, MD to 4301 West Bay Avenue, Baltimore, MD

Drive 5.4 miles, 13 min



- via S Hanover St

Fastest route, the usual traffic

13 min

5.4 miles
- via MD-2 S

16 min

6.8 miles
- via Waterview Ave

18 min

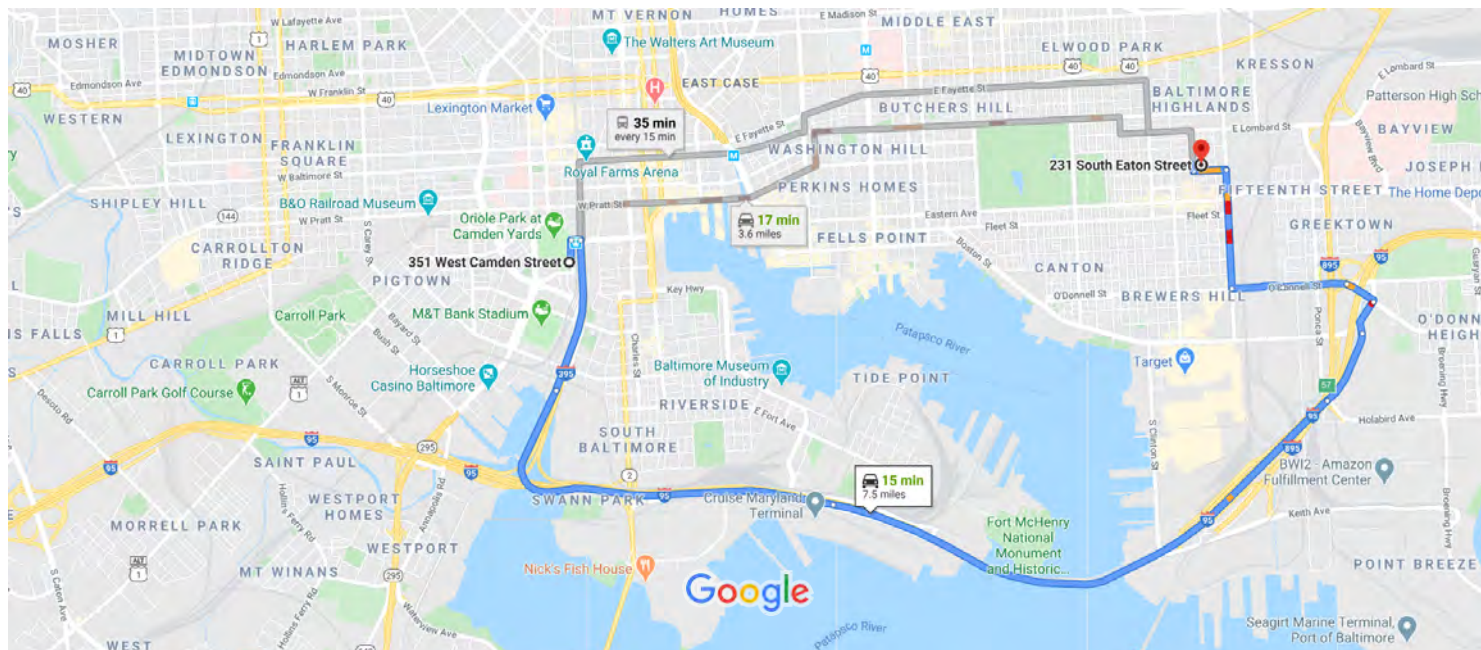
6.3 miles

Explore 4301 W Bay Ave

- Groceries
- Hotels
- Gas stations
- Parking Lots
- More



351 West Camden Street, Baltimore, MD to 231 South Eaton Street, Baltimore, MD Drive 7.5 miles, 15 min



Map data ©2020 Google 2000 ft



Public transport services may be impacted due to COVID-19.



via I-95 N

15 min

Fastest route now due to traffic conditions

7.5 miles

⚠ This route has tolls.



via W Pratt St and E Baltimore St

17 min

3.6 miles



1:09 PM–1:44 PM

35 min

🚶 > 🚗 OR > 🚶

Explore 231 S Eaton St



Groceries



Hotels



Gas stations



Parking Lots

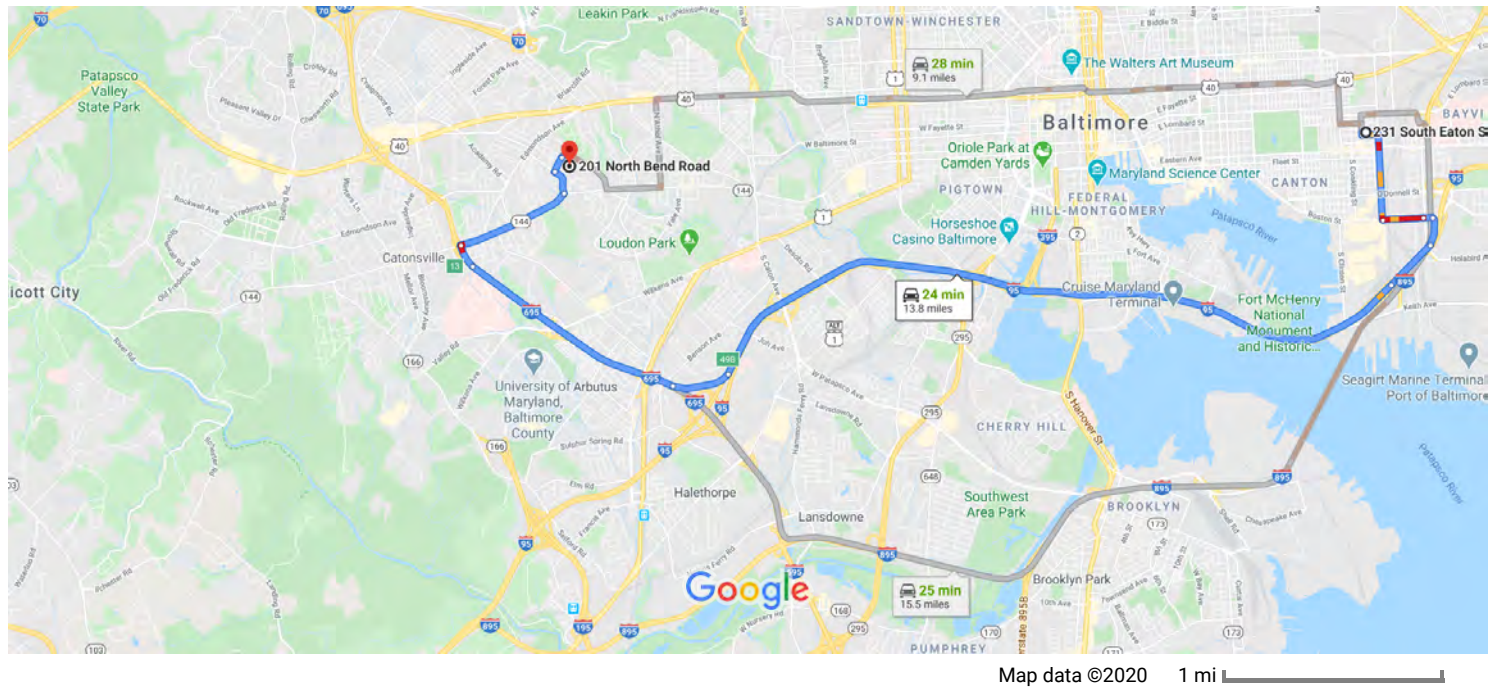


More

Google Maps

231 South Eaton Street, Baltimore, MD to 201 North Bend Road, Baltimore, MD

Drive 13.8 miles, 24 min



- via I-95 S

Fastest route, the usual traffic

This route has tolls.

24 min

13.8 miles
- via I-895 S and I-695 N

25 min

15.5 miles
- via US-40 W

28 min

9.1 miles

Explore 201 N Bend Rd

Groceries

Hotels

Gas stations

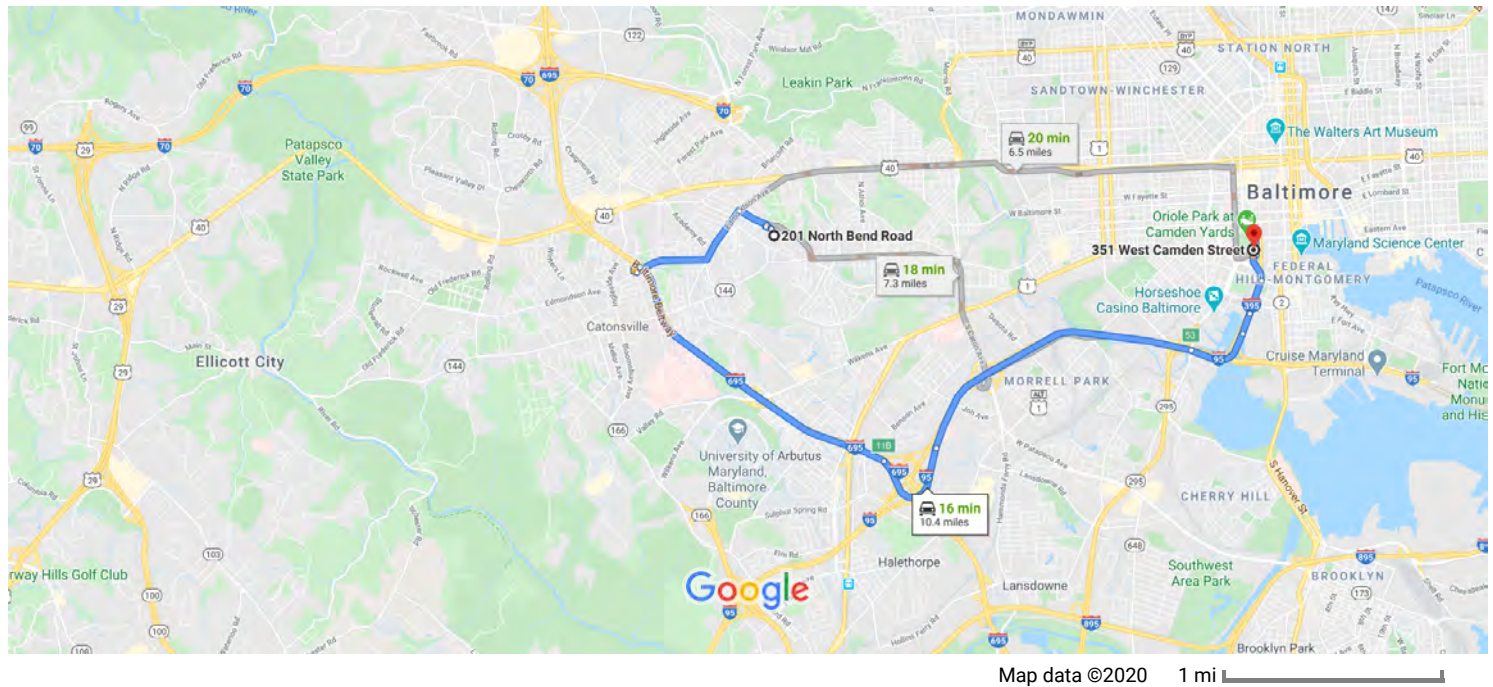
Parking Lots

More

Google Maps

201 North Bend Road, Baltimore, MD to 351 West Camden Street, Baltimore, MD

Drive 10.4 miles, 16 min



- via I-695 S and I-95 N

Fastest route, the usual traffic

16 min

10.4 miles
- via Frederick Ave

18 min

7.3 miles
- via Edmondson Ave and Franklin - Mulberry Expy

20 min

6.5 miles

Explore 351 W Camden St

Groceries

Hotels

Gas stations

Parking Lots

More

Detailed Expense Report

Wednesday, June 10, 2020

9:18:52 PM

McKissack & McKissack of Washington, Inc.

Employee 989 Preller, Tracy

Signed Electronically by: Preller, Tracy 5/18/2020 9:51:51 AM

Posted

Approved Electronically by: Baldrige, Matthew 6/3/2020 11:24:26 AM

Organization DC-BAL-PMCM

Expense Report: Verizon Cell Phone - may

Report Date: 5/18/2020

Date	Category	Description	Project	Phase	Task	Bill	Company Paid	Credit Card	Account	Amount
5/18/2020	Mobile Phones & Data	Cell Phone - May	W14-3214-PCM	12	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5204	25.00
			MSA Baltimore Schools - PCM							
						Total Expenses				25.00
						Company Paid				
						Total Due				25.00

period of approved use the employee will add to his/her monthly expense report twenty-five dollars (\$25) for cellular phone use. No detail of the use is necessary for the flat fee reimbursement.

4. The Managing Principal reserves the right to waive the McKissack policy on cellular phone use for extenuating circumstances.
5. Any employee with a McKissack issued cellular phone will be required to pay for any excessive usage of personal calls.

LONG DISTANCE CALLING

If you are required to make work related long-distance calls, remember long distance calling is work related only and should never be used for personal calls. If an employee has a McKissack cell phone, McKissack encourages employees to use the cell phone for work related long distance calls.

VOICE MAIL

Please leave a personal greeting on your voice mail, stating your name. Please inform callers that they have the option of paging you by pressing 0 for the Corporate Receptionist.

SAFETY AND SECURITY

The safety of employees and visitors is a priority and a concern to the organization. We expect all employees to conduct themselves in a safe manner.

REPORTING ACCIDENTS

Employees are required to immediately report to their supervisor any accidents or any near accidents that occur in the workplace, which could have caused substantial bodily harm.

Employees, however, should not wait for an accident to happen if they are aware of an unsafe working condition. In the event any employee believes that a condition or practice of the organization could cause a health or safety hazard, we encourage the employee to immediately report the matter to the Human Resources Manager.

PERSONAL BELONGINGS

Each employee, not McKissack & McKissack, is responsible for the security of his or her own personal property. It is vitally important that all personal belongings, of any value, be kept out of sight and out of easy reach. Do not leave wallets or purses at workstation or on the floor near desks. Do not hang jackets with wallets in the pockets in closets or on the back of doors or chairs. Easily hidden portable electronic gear of any value should not be left unattended. All of these items are invitations to theft.



PO BOX 489
NEWARK, NJ 07101-0489

KEYLINE



TRACY PRELLER
2926 CRYSTAL PALACE LN
PASADENA, MD 21122-6366

Billing period

Apr 16, 2020 - May 15, 2020

Account number

820905923-00001

Invoice number

8010189829

Payment due date

Jun 7, 2020

Pay your bill online, fast and easy

For convenience and peace of mind you can pay your bill online or enroll in Auto Pay and Paper-free Billing. Visit go.vzw.com/paybill

Your May bill is \$332.27

It's due on Jun 7, 2020.

View a full breakdown of this month's charges on go.vzw.com/mybill

Balance forward	\$0.00
Account charges	\$48.62
Tracy Preller 301-252-4605	\$97.10
Jay Preller 443-224-4608	\$97.10
Aprile Preller 443-244-7826	\$59.61
Tracy Preller 667-314-5110	\$29.84
	\$332.27

Good to know

Account charges

These apply to your entire account. Account charges may include Add-ons, such as device protection, Services, such as call blocking, or Late Fees for past due balances. They are separate from charges per line or device.

Check your online bill for all surcharges, taxes and gov fees

The total amount due for this month includes surcharges of **\$9.49** and taxes and gov fees of **\$8.40**. For an itemized list of taxes, fees and surcharges visit go.vzw.com/mybill.

Late fee

A late payment applies for unpaid balances. The charge is the greater of \$5 or 1.5% per month, or as permitted by law.



Invoice Number Account Number Date Due Page
9854430623 942013579-00001 06/02/20 3 of 184

Overview of Shared Usage

Participating Lines as of 05/10/20	Lines Exceeding Allowance after Share	Shared Allowance	Shared Usage	Shared Billable	Cost
Data - Flexible Business Share	51	1	108.827GB	129.407GB	21.000GB
					\$210.00

Overview of Lines

Account Charges (pg.2)	Account Charges and Credits	Monthly Charges	Usage and Purchase Charges	Equipment Charges	Surcharges and Other Credits	Taxes, Governmental Surcharges and Fees	Third-Party Charges (includes Tax)	Total Charges
	\$1.94	--	--	--	--	\$0.12	\$0.00	\$2.06

Charges by Cost Center	Page Number	Monthly Charges	Usage and Purchase Charges	Equipment Charges	Surcharges and Other Credits	Taxes, Governmental Surcharges and Fees	Third-Party Charges (includes Tax)	Total Charges	Voice Plan Usage	Messaging Usage	Data Usage	Voice Roaming	Messaging Roaming	Data Roaming
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No Cost Center

202-604-7099 Ursula Johnson	9	\$89.70	\$210.00	--	\$23.98	\$0.00	--	\$323.68	--	--	56.166GB	--	--	--
Subtotal		\$89.70	\$210.00	\$0.00	\$23.98	\$0.00	\$0.00	\$323.68						

DC-BAL-PMCM-BCPS W14-3214

202-510-2269 Noor Masumi Phone	10	\$50.70	--	--	\$31.93	\$0.00	--	\$82.63	1393	15	.022GB	--	--	--
202-774-7670 Sandra Payne Phone	15	\$57.46	--	--	\$8.69	\$0.00	--	\$66.15	--	--	--	--	--	--
301-272-4105 Cigdem Gunduzhan Phone	16	\$50.70	--	--	\$31.93	\$0.00	--	\$82.63	307	13	4.534GB	--	--	--
443-478-0894 Nicole Johnson Phone	18	\$50.70	--	--	\$31.93	\$0.00	--	\$82.63	178	28	.227GB	--	--	--
Subtotal		\$209.56	\$0.00	\$0.00	\$104.48	\$0.00	\$0.00	\$314.04						

DC-BAL-PMCM-BGE R18-0012

202-617-5137 Paul Strong Phone	20	\$50.70	--	--	\$31.93	\$0.00	--	\$82.63	374	154	.691GB	--	--	--
202-641-0794 Paul Strong Tablet	24	\$10.00	--	--	\$23.98	\$0.00	--	\$33.98	--	--	.004GB	--	--	--
443-386-6877 Stephen Seen Phone	25	\$45.00	--	--	\$29.08	\$0.00	--	\$74.08	201	4	9.751GB	--	--	--
443-827-4813 Bge 4g Router	27	\$27.30	--	--	\$26.59	\$0.00	--	\$53.89	--	--	.368GB	--	--	--
Subtotal		\$133.00	\$0.00	\$0.00	\$111.58	\$0.00	\$0.00	\$244.58						



Summary for Nicole Johnson Phone: 443-478-0894
DC-BAL-PMCM-BCPS W14-3214

Your Plan

Flexible Business Smartphn 2GB
\$65.00 monthly charge
Unlimited monthly minutes

UNL Text Messaging
Unlimited M2M Text
Unlimited Text Message

Email & Web 2GB SHR
2 monthly gigabyte allowance
\$10.00 per GB after allowance

Beginning on 04/24/18:
22% Access Discount

UNL Picture/Video MSG
Unlimited monthly Picture & Video

Have more questions about your charges?
Get details for usage charges at
www.vzw.com/mybusinessaccount.

Monthly Charges

Flexible Business Smartphn 2GB	05/11 - 06/10	65.00
22% Access Discount	05/11 - 06/10	-14.30
		\$50.70

Usage and Purchase Charges

Voice	Allowance	Used	Billable	Cost
Calling Plan <i>minutes</i>	unlimited	178	--	--
Total Voice				\$.00

Messaging	Allowance	Used	Billable	Cost
Text <i>messages</i>	unlimited	26	--	--
Unlimited M2M Text <i>messages</i>	unlimited	1	--	--
Picture & Video - Rcv'd <i>messages</i>	unlimited	1	--	--
Total Messaging				\$.00

Data	Allowance	Used	Billable	Cost
Gigabyte Usage <i>gigabytes</i>	2.000 (shared)	.227	--	--
Total Data				\$.00

Total Usage and Purchase Charges **\$.00**

Surcharges

Fed Universal Service Charge	2.40
Regulatory Charge	.15
Administrative Charge	1.78
DC Gross Receipt Surchg	6.84
DC 911 Surcharge	.76

Other Charges and Credits

Reconnect Fee	20.00
	\$31.93

Total Current Charges for 443-478-0894 **\$82.63**

Detail for Nicole Johnson Phone: 443-478-0894

Voice

Date	Time	Number	Rate	Usage Type	Origination	Destination	Min.	Airtime Chrgs	LD/Other Chrgs	Total
4/13	3:28P	443-247-2164	Peak	PlanAllow	Reistersto MD	Incoming CL	1	--	--	--
4/14	8:53A	253-287-3453	Peak	PlanAllow	Reistersto MD	Tacoma WA	34	--	--	--
4/14	11:35A	443-818-2374	Peak	PlanAllow	Reistersto MD	Incoming CL	18	--	--	--



Summary for Cigdem Gunduzhan Phone: 301-272-4105

DC-BAL-PMCM-BCPS W14-3214

Your Plan

Flexible Business Smartphn 2GB

\$65.00 monthly charge

Unlimited monthly minutes

Email & Web 2GB SHR

2 monthly gigabyte allowance

\$10.00 per GB after allowance

Beginning on 03/07/17:

22% Access Discount

UNL Picture/Video MSG

Unlimited monthly Picture & Video

UNL Text Messaging

Unlimited monthly M2M Text

Unlimited monthly Text Message

Have more questions about your charges?
Get details for usage charges at
www.vzw.com/mybusinessaccount.

Monthly Charges

Flexible Business Smartphn 2GB	05/11 - 06/10	65.00
22% Access Discount	05/11 - 06/10	-14.30
		\$50.70

Usage and Purchase Charges

Voice	Allowance	Used	Billable	Cost
Calling Plan <i>minutes</i>	unlimited	307	---	---
Total Voice				\$0.00

Messaging	Allowance	Used	Billable	Cost
Text <i>messages</i>	unlimited	8	---	---
Unlimited M2M Text <i>messages</i>	unlimited	5	---	---
Total Messaging				\$0.00

Data	Allowance	Used	Billable	Cost
Gigabyte Usage <i>gigabytes</i>	2.000 (shared)	4.534	---	---
Total Data				\$0.00

Total Usage and Purchase Charges **\$0.00**

Surcharges

Fed Universal Service Charge	2.40
Regulatory Charge	.15
Administrative Charge	1.78
DC Gross Receipt Surchg	6.84
DC 911 Surcharge	.76

Other Charges and Credits

Reconnect Fee	20.00
	\$31.93

Total Current Charges for 301-272-4105 **\$82.63**

Detail for Cigdem Gunduzhan Phone: 301-272-4105

Voice

Date	Time	Number	Rate	Usage Type	Origination	Destination	Min.	Airtime Chrgs	LD/Other Chrgs	Total
4/14	12:10P	202-329-0150	Peak	PlanAllow,M2M	Bethesda MD	Incoming CL	7	---	---	---
4/14	12:55P	240-882-5691	Peak	PlanAllow,M2M	Bethesda MD	Capitolhts MD	4	---	---	---
4/17	2:56P	240-882-5691	Peak	PlanAllow,M2M	Bethesda MD	Incoming CL	2	---	---	---
4/20	11:07A	202-826-7049	Peak	PlanAllow	Bethesda MD	Incoming CL	3	---	---	---



Summary for Noor Masumi Phone: 202-510-2269
DC-BAL-PMCM-BCPS W14-3214

Your Plan

Flexible Business Smartphn 2GB

\$65.00 monthly charge

Unlimited monthly minutes

UNL Text Messaging

Unlimited M2M Text

Unlimited Text Message

Email & Web 2GB SHR

2 monthly gigabyte allowance

\$10.00 per GB after allowance

Beginning on 09/11/15:

22% Access Discount

UNL Picture/Video MSG

Unlimited monthly Picture & Video

Have more questions about your charges?
Get details for usage charges at
www.vzw.com/mybusinessaccount.

Monthly Charges

Flexible Business Smartphn 2GB	05/11 - 06/10	65.00
22% Access Discount	05/11 - 06/10	-14.30
		\$50.70

Usage and Purchase Charges

Voice	Allowance	Used	Billable	Cost
Calling Plan <i>minutes</i>	unlimited	1393	---	---
Total Voice				\$0.00

Messaging	Allowance	Used	Billable	Cost
Text <i>messages</i>	unlimited	9	---	---
Unlimited M2M Text <i>messages</i>	unlimited	4	---	---
Picture & Video - Sent <i>messages</i>	unlimited	2	---	---
Total Messaging				\$0.00

Data	Allowance	Used	Billable	Cost
Gigabyte Usage <i>gigabytes</i>	2.000 (shared)	.022	--	--
Total Data				\$0.00

Total Usage and Purchase Charges **\$0.00**

Surcharges

Fed Universal Service Charge	2.40
Regulatory Charge	.15
Administrative Charge	1.78
DC Gross Receipt Surchg	6.84
DC 911 Surcharge	.76

Other Charges and Credits

Reconnect Fee	20.00
	\$31.93

Total Current Charges for 202-510-2269 **\$82.63**

Detail for Noor Masumi Phone: 202-510-2269

Voice

Date	Time	Number	Rate	Usage Type	Origination	Destination	Min.	Airtime Chrgs	LD/Other Chrgs	Total
4/13	11:00A	202-660-2289	Peak	PlanAllow,M2M	Clifton VA	Wshngtnzn1 DC	2	---	---	---
4/13	11:24A	202-660-2289	Peak	PlanAllow,M2M	Clifton VA	Incoming CL	61	---	---	---
4/13	12:34P	443-509-7504	Peak	PlanAllow	Centrevill VA	Incoming CL	4	---	---	---